

Message

From: Rourk, Alexis [Rourk.Alexis@epa.gov]
Sent: 5/23/2017 8:29:54 PM
To: Ex. 7(c) Chmielewski, Kevin [chmielewski.kevin@epa.gov]; Hupp, Millan [hupp.millan@epa.gov]
CC: Kasman, Mark [Kasman.Mark@epa.gov]; Phillips, Anna [Phillips.Anna@epa.gov]; Jones, Iris [Jones.Iris@epa.gov]
Subject: G7 EMM - Follow Up Request on Passport Scans & itinerary Confirmation for Country Clearance

Dear All,

Just following up on a few requests as we get into the home stretch of preparations for your trip.

1. We are in urgent need of **passport bio page scans** for all delegation members in order to for you all to be registered and have a badge for the event. Please check the table below for your status and if needed, send me yours and those for people you are supporting as soon as possible.
2. On behalf of the International Travel Office, we'd also like to take this opportunity to **request that the hotel and flight information on the table below be confirmed/revised by 5/24 for each traveler**, and that **ITPs are edited, as needed, to match so outstanding country clearances can be submitted**. If you would like to update the flight information directly in the table, just click "reply" and the table will be available for you to edit and send back to me. A regular email is also fine if that is easiest. **Even if all looks correct, please reply and note "confirmed."**

Should you have questions, the OITA point of contact for the registration and badges is Alexis Rourk and for the travel information is Anna Phillips. Please feel free to call or email us.

Many thanks!

Alexis
 (202) 564-3179

Name	Scan of Passport Received? (X)	Rome Hotel	Bologna Hotel	Date Checking into Rome
Scott Pruitt		Regina Baglioni	Savoia	
Ryan Jackson		Regina Baglioni	Savoia	
Jane Nishida		Regina Baglioni	Savoia	
Samantha Dravis*(traveling early, will check in on 6/5)		Regina Baglioni	Best Western Plus Tower Hotel	
Lincoln Ferguson		Regina Baglioni	Savoia	
Sarah Greenwalt *(traveling early, will check in on 6/5)		Regina Baglioni	Best Western Plus Tower Hotel	
Amanda Gunasekera		Regina Baglioni	Best Western Plus Tower Hotel	
Mark Kasman		Regina Baglioni	Best Western Plus Tower Hotel	
Hodayah Finman	X	Regina Baglioni	Best Western Plus Tower Hotel	Not applicable

Kevin Chmielewski		Regina Baglioni	Best Western Plus Tower Hotel	
Millan Hupp		Regina Baglioni	Best Western Plus Tower Hotel	
Ex. 7(c)	X	Regina Baglioni	Savoia	
Ex. 7(c)		Regina Baglioni	Best Western Plus Tower Hotel	
Ex. 7(c)	X	Regina Baglioni	Best Western Plus Tower Hotel	
Ex. 7(c)	X	Regina Baglioni	Best Western Plus Tower Hotel	
Ex. 7(c)	X	Regina Baglioni	Best Western Plus Tower Hotel	Not applicable - will head same day

Alexis Rourk
Global Affairs and Policy
Office of International and Tribal Affairs
(202) 564-3179 | Rourk.Alexis@epa.gov

U.S. Environmental Protection Agency
<http://www2.epa.gov/international-cooperation>